

**DELAWARE DEPARTMENT OF JUSTICE**  
**COMMON INTEREST COMMUNITY ADVISORY COUNCIL**

**Meeting Date:** March 25, 2015

**Meeting time:** 3:00 pm- 5:00 pm

**Meeting Location:**

Kent County Levy Court Administration Building  
Room 220  
555 Bay Road  
Dover, DE 19901

**TELEPHONE ACCESS:** DIAL IN TOLL FREE: 877-643-6951

PARTICIPANT CODE: 51438603

**AGENDA**

1. Call to Order
2. Council Membership status:
  - a. New member: Patricia Woodring
  - b. Resignation of Ms. Jordan Cox
3. Status of the Office of the Ombudsperson - Christopher Curtin
  - a. Committee meetings and FIOA
  - b. Website status
  - c. Ombudsman's Outreach
  - d. Need for *ad hoc* members? Possible candidates: Property Manager? (Neil Richards) Board of Realtors? Sussex County representative-retired HOA board members?
  - e. Free access to Governing Documents: Kent County Example: Keifer
  - f. Div. of Corporations: Run statewide list of HOAs and maintenance Corporations? Check off block for annual corporate filing form? McLeod
4. Discussion of committees for study of and advice on statutorily required subjects:
  - a. Mechanisms to increase collection rate for Assessments.
    - i. Explore New Castle County and Kent County assessment collection services and limitations
    - ii. Explore possibility of mortgage servicers collecting assessments with monthly payments

- b. Development of conflict resolution procedures within Communities.
  - i. Review Court of Common Pleas Community Mediation program: Curtin
  - ii. Experience in Communities
  - iii. Resources when HOA and criminal justice resources are unresponsive-information for Web page
- c. Feasibility of mandatory mediation, arbitration or other ADR for disputes not resolved within Communities; Implementation of procedures.
  - i. Explore inclusion of standard language in the Declarations or By-laws
  - ii. Experience in communities
- d. Development of mechanisms for registration of common interest communities with the state or political subdivisions.
  - i. Kent and New Castle County database experience
  - ii. Sussex County experience
  - iii. Statewide options
- e. Study and recommendation of adoption, amendment or rescission of law or rules to improve operation of common interest communities.
  - i. Proposal by unit owner for mandatory reserves legislation: Received by Ombudsman at "Community Issues" meeting
  - ii. Benjamin Kuntz Act: Sec. 81-119: Toms
- 5. New business.
- 6. Public comment.
- 7. Discussion of date and location of next meeting.
- 8. Adjournment